

## **Vaccines for Children General Activities for Program Participation**

### **I. INITIAL**

A. Complete a Provider Enrollment, Provider Profile, Provider Address Form and VFC Storage Agreement.

### **II. ANNUAL**

A. Complete a Provider Enrollment, Provider Profile, Provider Address Form and VFC Storage Agreement. Submit to the VFC Program by March 31<sup>st</sup>.

### **III. MONTHLY**

A. Vaccine inventory:

1. Rotate stock
2. Check expiration dates
1. Ensure proper storage of vaccine in middle of refrigerator

B. Fax your temperature log the Division of Immunization Services by the 5<sup>th</sup> of each month

### **IV. DAILY**

A. Check temperatures twice a day and keep a log and ensure temperatures are in range for both the refrigerator and freezer. Contact the VFC Program immediately if temperature is found out of range.

### **V. OCCASIONAL**

- A. If temperature is out of range, document thermostat adjustments for maintaining proper storage temperatures and any follow-up action needed on the second page of the temperature log.
- B. Complete Vaccine Adverse Event Report System (VAERS) whenever an adverse event to vaccination occurs. Fax/mail to Division of Immunization Services.
- C. Report vaccines you do not anticipate using to the Division of Immunization Services three months prior to the expiration date.
- D. Submit revisions and updates **immediately** for any of the following changes:
  1. **Office Hours**
  2. **Address (shipping or mailing)**
  3. **Phone or Fax Number**
  4. Contact Person
  5. Physician or addition of physicians to practice

If you have questions regarding immunization or program requirements call the Division of Immunization Service's Vaccines for Children Program at 1-800-642-3634 or locally at (304) 558-2188.

**Please fax necessary required documents to 1-888-558-1941.**